Date: March 23, 2006

From: V. Eloise Bowling, CPPB, Senior Buyer

<u>**RE:**</u>   **Addendum #01 – Document Management/Imaging System**

In reference to Request for Proposal #06-333 issued March 13, 2006, for the above referenced project, please amend the proposal as follows.

This addendum must be signed and returned with the original package.

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V. Eloise Bowling, CPPB

Senior Buyer

Please sign and return as part of the original bid package.

READ TERMS AND CONDITIONS AND SIGN

In compliance with the above Invitation for Bid, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

Company Name:	**Address:**	**Date:**
Authorized Signature:	**Title:**	
Print Name:	**Telephone #:**	**Fax #:**

QUESTION:

How many users are expected to use the primary system?

ANSWER:

Currently there are approximately 20 Users of the system we are seeking to replace. When the user base will increase and by how much cannot be determined until features and options are investigated.

QUESTION:

How many users are expected to use the secondary system?

ANSWER:

Unknown at this time.

QUESTION:

How many users will utilize Workflows in the secondary system?

ANSWER:

Unknown at this time.

QUESTION:

How many pages per year does the city currently import into the Domino Document Manager system?

ANSWER:

150,000

QUESTION:

Is this number expected to remain consistent for the foreseeable future?

ANSWER:

Yes, but may be reduced due to business process changes. Other initiatives may add to number. Assume that it will remain the same for the next 12 months.

QUESTION:

How many images currently reside in the Lotus Notes Domino Document Manager?

ANSWER:

500,000

QUESTION:

Can index information for existing images be exported in a text or CSV file?

ANSWER:

Probably, have not investigated best way to export from Domino Document Manager

QUESTION:

If the information can not be exported, can the existing database be queried based upon a primary key?

ANSWER:

Every document has a unique id, and Domino can query by document id.

QUESTION:

Within section B of the RFP, you mention COLD as a component of the secondary system. Then in section C, under Document Input, you request the ability to import ASCII text, which would also require COLD. Should COLD be included as part of the primary system?

ANSWER:

Only if it is a core feature included in the primary system. We are not expecting this functionality, but are interested in having it as an option for future implementation.

QUESTION:

In section C, Document Indexing, Searching and Editing, you ask for the ability to Full-text Index documents. Do you need to ability to simply perform a basic text search of the OCR'd document or do you want to have the ability to perform searches that include; Boolean, Sounds Like, Fuzzy, Contains…?

ANSWER:

Want the ability to perform the latter.

QUESTION:

Can you give some sort of ballpark estimate how many documents per day/week/month/year are being imaged?

ANSWER:

Currently the Commission of the Revenue (only current user department) scans approximately 150,000 documents per year. 75,000 of those are done in one high volume period spanning approximately 1 month. There are a couple of periods where the volume is relatively high, but on average the normal scan volume is between 500 - 1000 documents per week.